



Michigan Department of State Police

Emergency Management Division Informational Letter

4000 Collins Road
P.O. Box 30636
Lansing, Michigan 48909-8136
www.michigan.gov/emd



Volume: 03-16

November 13, 2003

Subject: Office for Domestic Preparedness (ODP) Exercise Grants and Activities
Attention: Local, District and State Agency Emergency Management Coordinators, Regional Response Teams, State Universities and Community Colleges

While effective approaches to planning, training, and exercises have been developed to mitigate the effects of natural and human made disasters, state and local emergency response personnel must prepare to prevent and respond to new threats to public safety from terrorism involving the use of chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons. Homeland security professionals at all levels of government must be equipped with the knowledge, skills, and resources needed to identify, prevent, respond to, and recover from the new weapons and delivery methods being developed by terrorist organizations. The Office for Domestic Preparedness (ODP) has designed its programs to address the delta between the "all hazards" emergency response requirements needed for natural disasters and the specialized requirements related to terrorism.

Homeland Security Exercise and Evaluation Program. The Homeland Security Exercise and Evaluation Program (HSEEP) is a program of financial and direct support designed to assist state and local governments with the development and implementation of a statewide exercise and evaluation program to assess and enhance domestic preparedness. Well designed and executed exercises are the most effective means of:

- Testing policies, plans, and procedures.
- Clarifying and training personnel in roles and responsibilities.
- Improving interagency coordination and communications.
- Identifying gaps in resources.
- Improving individual performance.
- Identifying opportunities for improvement.

Fiscal Year 2002 State Domestic Preparedness Program (FY 2002 SDPP) – Exercise Portion. While 80% of the funding for the equipment portion of this grant was designated for pass-through to the local communities, no pre-determined percentage was applied to the exercise portion of the FY 2002 SDPP grant. Per ODP, "Each grant exercise is required to include a weapon of mass destruction (WMD) terrorism element." Training and purchasing of equipment are not reimbursable under the exercise portion of the grant. Plausible and realistic terrorism specific exercises must be conducted in accordance with the grant guidelines and agreement. All necessary reports, supporting documentation and information are required to be submitted to the Michigan State Police, Emergency Management Division (MSP-EMD) for ODP compliance. Exercises conducted under the auspices of the ODP program should test and evaluate plans, policies, protocols, systems, equipment and facilities developed to mitigate against, prepare for, respond to and recover from the effects of WMD terrorism. Each participating entity must abide by the terms and conditions of the grant as indicated.

FY 2002 SDPP Exercise Grant Deadlines

- All exercises are to be completed by December 31, 2003.
- All requests for reimbursement and supporting documentation are due to Laurie Raines, Exercise Grant Coordinator, by January 30, 2004.

Fiscal Year 2003 State Homeland Security Grant Program (FY 2003 SHSGP) – Exercise Portion. Although the FY 2003 SHSGP Exercise Grant does not have a pass through requirement, MSP-EMD allocated \$1,609,300 of the \$2,793,000 received for exercising or 57.6% to local jurisdictions. Funds from the exercise allocation may be used to plan for, design, develop, conduct and evaluate exercises that train emergency responders and assess the readiness of jurisdictions to prevent and respond to a terrorist incident involving a CBRNE (chemical, biological, radiological, nuclear and/or explosive device) element. All grant exercises must be threat and performance-based, in accordance with ODP's Homeland Security Exercise and Evaluation Program (HSEEP). Exercises conducted with ODP support (grant funds or

direct support) must be managed and executed in accordance with the HSEEP. The HSEEP may be found on ODP's website at www.ojp.usdoj.gov/odp/docs/HSEEPv1.pdf. Please refer to the Authorized Exercise Cost List (below) for allowable exercise items. If a sub-grantee needs to purchase an item not on the list to support their exercise(s), please contact Ms. Laurie Raines at (517) 336-6355 or rainesll@michigan.gov for pre-authorization. For additional information and FAQs, please refer to the EMD website at www.michigan.gov/emd.

FY 2003 SHSGP Exercise Grant Deadlines

- Budget Projection Forms due to MSP-EMD by September 15, 2003.
- All exercise grant agreements and necessary forms must be sent to Laurie Raines, Exercise Grant Coordinator by January 15, 2004, for all participating programs. (Please refer to the Sub-grantee Check List in the Workshop Workbook for a complete list of items. Reimbursements cannot be processed until all necessary information is on file at MSP-EMD.)
- All exercise Pre-Reports are due to the designated MSP-EMD District Coordinator 45 days in advance of each exercise. (The only exception to this will be for those who have conducted an Initial Planning Conference or Orientation prior to receipt of this Informational Letter. In which case, all applicable pre- and post-exercise reports and copies of attendance sign-in sheets for these will still need to be completed and returned to MSP-EMD within 60 days of the exercise.)
- Exercise Post-Reports are due to the designated MSP-EMD District Coordinator within 60 days after each exercise.
- All exercises for this grant are to be completed by December 31, 2004.
- All requests for reimbursement, exercise reports and supporting documentation for this grant are due to Laurie Raines, by January 15, 2005.
- The Quarterly Reporting Schedule dates for this grant are March 15, 2004, June 15, 2004, September 15, 2004 and January 15, 2005.

FY 2003 SHSGP Authorized Exercise Cost List. Funds from the exercise allocation may be used to cover the costs of CBRNE/WMD exercises. Allowable costs fall into five distinct categories: 1) hiring of full or part-time staff or contractors/consultants to support exercise activities; 2) overtime for first response/exercise management personnel involved in the planning and conduct of exercises; 3) travel associated with exercise planning and conduct; 4) supplies consumed during the course of exercise planning and conduct; and, 5) other allowable costs related to the planning and conduct of exercise activities.

Please note: Any item not on this list must be pre-authorized for ODP grant reimbursement by MSP-EMD. This is not an all-inclusive list. These items have been authorized for reimbursement purposes under the FY 2003 SHSGP.

- 1. Full or Part-Time Staff or Contractors/Consultants.** Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or unit(s) of local government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured by the grantor or sub-grantee in the design, development, conduct and evaluation of CBRNE/WMD exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.
 - a. New hires full or part-time staff to support CBRNE/WMD exercise related activities.
 - b. Hired contractors and consultants. (Work must be completed within grant period and all exercise activities must be completed prior to submission for reimbursement.)
- 2. Overtime.** Payment of overtime expenses will be for work performed by award (State Administrative Agency) or sub-award employees in excess of the established workweek (usually 40 hours). Further, overtime payments are allowed only to the extent the payment for such services is in accordance with the policies of the state or unit(s) of local government and has the approval of the state or the awarding agency, whichever is applicable. In no case is dual compensation allowable. That is, an employee of a unit of government may not receive compensation from their unit or agency of government AND from an award for a single period of time (e.g., 1:00 p.m. to 5:00 p.m.), even though such work may benefit both activities. Fringe benefits on overtime hours are limited to FICA, Worker's Compensation and Unemployment Compensation.
 - a. Documented overtime for current government employees is eligible. Regular time for current government employees is not eligible for reimbursement.
- 3. Travel.** Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status on official business related to the planning and conduct of the exercise project(s). These costs must be in accordance with either the federal or an organizationally approved travel policy.



- 4. Supplies.** Supplies are items that are expended or consumed during the course of the planning and conduct of the exercises, e.g. including but not limited to:
- a. Copy paper
 - b. Notebooks, binders or folders
 - c. Moulage equipment
 - d. Fake smoke
 - e. Maps [streets and roads, sewer and water, electrical lines and grids, gas lines, contour, rail yards, plants and facilities, weather, Geographic Information System (GIS), flood, etc.]
 - f. Charts [damage assessment, facilities and resources, organizational, Master Scenario Events Lists (MSEL), etc.]
 - g. Status (EVENT) or Resources Boards (fire, law enforcement, public works, EMS, etc.)
 - h. Equipment rentals (copy machines, cell-phones, video or still cameras, fax machines, simulation devices, LCD's and/or laptops, white boards, easels, TV monitors, VHS machines, microphones, etc.)
 - i. Rolls of acetate
 - j. VHS tapes, CD ROMS, 3-1/2" diskettes, film and development costs for recording exercise activities
 - k. Overhead slide film
 - l. Pens, pencils, markers, etc.
 - m. Exercise signs (table, hanging, portable, etc.)
 - n. Identification badges
 - o. Vests, armbands, and/or hats
 - p. T-shirts
 - q. Gloves, non-sterile masks, bandages, etc.
- 5. Other Allowable Costs.**
- a. Rental of space or locations for exercise planning and conduct.
 - b. Food and non-alcohol beverages (refreshments) provided and consumed during grant exercise(s)

Basic Exercise Design and Development Workshops. Please refer to the attachment regarding the schedule of Basic Exercise Design and Development Workshops being offered by MSP-EMD.

Exercise Questions from Planning to Evaluation. Questions on planning for, designing, developing, conducting, and evaluating exercises should be referred to your MSP-EMD District Coordinator indicated on the attached map. Please send all pre- and post-exercise reports to your MSP-EMD District Coordinator.

Reimbursement and Grant Administration Questions. Questions regarding reimbursement and grant administration should be directed to Laurie Raines, Exercise Grant Coordinator, at 517-336-6355 or RainesLL@michigan.gov.

Sincerely,

JOHN ORT, CAPTAIN
Deputy State Director of Emergency Management
JO:LR:dw
(241)

Attachments:

- Basic Exercise Design and Development Workshop Schedule
- MSP-EMD District Coordinator Map





Training Opportunity

Michigan State Police Emergency Management Division

Basic Exercise Design/Evaluation G539 & Basic Exercise Development G536

When and Where?

8:30 A.M. – 4:30 P.M.

December 2-3, 2003: Western Michigan University, Fetzer Center, 1903 W. Mich. Ave., Kalamazoo
December 4-5, 2003: Eastern Michigan University, Guild Hall, Washtenaw & Oakwood, Ypsilanti
December 17-18, 2003: MDOT Aeronautics, 2700 E. Airport Service Dr., Lansing

Who should attend?

Participating Fiscal Year 2003 State Homeland Security Grant Program Exercise Sub-grantees, including those in the 11 Eligible Participating Disciplines as outlined in the FY03 SHSGP Exercise Workshop Workbook, Section 11:

Law Enforcement	Emergency Medical Services
Emergency Management	Fire Service
HAZMAT	Public Works
Public Health	Governmental Administrative (including schools)
Public Safety Communications	Health Care
Private Security Guards	

Cost? There are **No Fees** for these workshops. (Please note: Meals and Lodging are **not** provided.)

Course Description:

These two one-day workshops will provide the basic knowledge, skills, and processes to plan, conduct, and evaluate exercises. Basic exercise development, exercise planning and products (Exercise Plan, Exercise Control Plan, Evaluation Plan & Player Handbook) used in the administration/planning of the exercise process will be covered. Guidelines for After Action Reporting and Improvement Plans will also be provided and discussed.

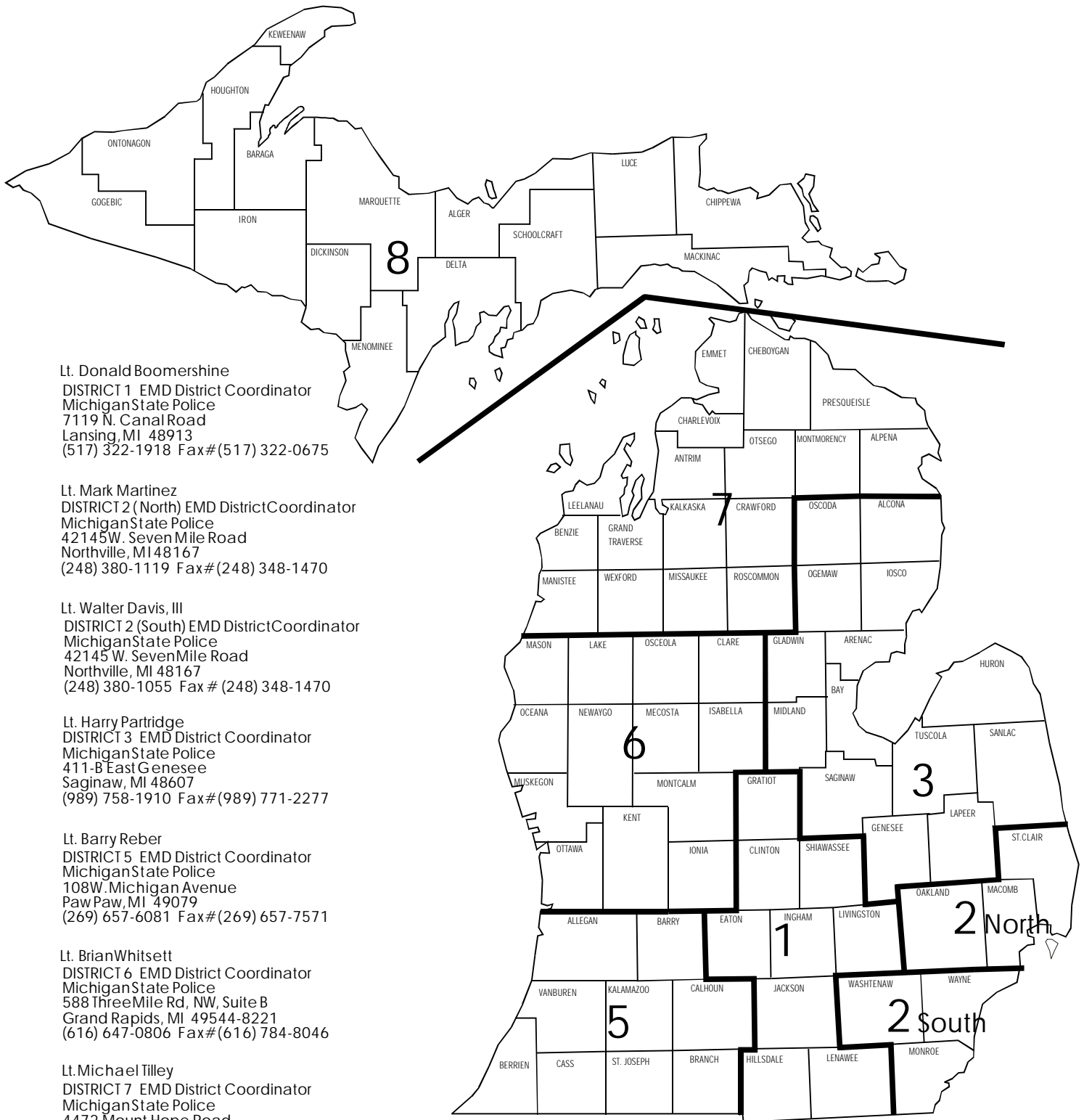
How Do I Enroll? Apply on-line at Michigan State Police, Emergency Management Division's Training Section Website at www.michigan.gov/emd or mail/fax your application to:

**Training and Exercise Section
Emergency Management Division
Michigan State Police
4000 Collins Road
Lansing, Michigan, 48909-8136
Fax. # 517-333-4987**

All interested persons are encouraged to apply for both workshops on-line at MSP-EMD's Training Section Website, as soon as possible. Space is limited to 40 people per session. Participants will receive an acceptance letter and directions to the site, upon receipt of application. If you have any workshop registration or confirmation questions, please contact Wendy Galbreath, EMD-HazMat Center Training & Exercise Section Secretary, at (517) 322-6515 or Laurie L. Raines, Exercise Grant Coordinator, at (517) 336-6355 for exercise grant information.

Emergency Management Division Districts

Michigan State Police



Lt. Donald Boomershine
DISTRICT 1 EMD District Coordinator
Michigan State Police
7119 N. Canal Road
Lansing, MI 48913
(517) 322-1918 Fax# (517) 322-0675

Lt. Mark Martinez
DISTRICT 2 (North) EMD District Coordinator
Michigan State Police
42145 W. Seven Mile Road
Northville, MI 48167
(248) 380-1119 Fax# (248) 348-1470

Lt. Walter Davis, III
DISTRICT 2 (South) EMD District Coordinator
Michigan State Police
42145 W. Seven Mile Road
Northville, MI 48167
(248) 380-1055 Fax # (248) 348-1470

Lt. Harry Partridge
DISTRICT 3 EMD District Coordinator
Michigan State Police
411-B East Genesee
Saginaw, MI 48607
(989) 758-1910 Fax# (989) 771-2277

Lt. Barry Reber
DISTRICT 5 EMD District Coordinator
Michigan State Police
108 W. Michigan Avenue
Paw Paw, MI 49079
(269) 657-6081 Fax# (269) 657-7571

Lt. Brian Whitsett
DISTRICT 6 EMD District Coordinator
Michigan State Police
588 Three Mile Rd, NW, Suite B
Grand Rapids, MI 49544-8221
(616) 647-0806 Fax# (616) 784-8046

Lt. Michael Tilley
DISTRICT 7 EMD District Coordinator
Michigan State Police
4472 Mount Hope Road
Williamsburg, MI 49690
(231) 938-0714 Fax# (231) 938-0903

Lt. Don Brown
DISTRICT 8 EMD District Coordinator
Michigan State Police
1504 W. Washington Ave. Suite A
Marquette, MI, 49855
(906) 225-7030 Ext. 238 Fax # (906) 225-0904